

Expected School Coordinator Timeline

**As the School Coordinator, you are the liaison for all NAEP assessment activities in your school.
Thank you in advance for your help preparing for this important assessment!**

| Checklist | Tentative Tasks |
|-------------------------------------|--|
| <input type="checkbox"/> | <p>September/October – The NAEP School Coordinator logs in, familiarizes himself/herself with the MyNAEP site and confirms the school calendar information. Schools receive NAEP materials from their NSC with details about the assessment and the responsibilities of the School Coordinator. Please review the materials and contact your NAEP State Coordinator with any questions.</p> <ul style="list-style-type: none"> ⇒ Date school adjourns for winter break ⇒ Date school returns from winter break ⇒ Date for the last day of school <p style="text-align: right;">Due September 30 Expected time commitment 15 minutes</p> |
| <input type="checkbox"/> | <p>October/November – The NAEP School Coordinator provides student enrollment for the grade being tested. This count will be used to verify the information available in AIM. If there are large discrepancies between MyNAEP records and AIM records, the Office of Public Instruction will have to contact schools to verify the data.</p> <p style="text-align: right;">Due October 31 Expected time commitment 15 minutes</p> |
| <input checked="" type="checkbox"/> | <p>Student lists are submitted by the Office of Public Instruction and are available for School Coordinator review on December 8, 2014.</p> |
| <input type="checkbox"/> | <p>November/December – All "Prepare for Assessment" tasks must be completed and confirmed by the preassessment review call date. The NAEP School Coordinator reviews the parent/guardian letter for their school mailing and in early December, verifies the date the letter was sent out on the MyNAEP website.</p> <p style="text-align: right;">Expected time commitment 1 hour</p> |
| <input type="checkbox"/> | <p>December – The list of sampled students will be available December 8, 2014. The NAEP School Coordinator reviews the list of sampled students and updates the information as needed in case any new students have enrolled at or have exited from the school. For NAEP 2015, students will be assessed with the state allowable accommodations. To ensure that the NAEP reflects the educational progress of all students, students with disabilities (SD) and English language learners (ELL) must be included to the fullest extent possible.</p> <ul style="list-style-type: none"> ⇒ Notify parents/guardians of sampled students ⇒ Manage school and/or teacher questionnaires <ul style="list-style-type: none"> • The School Coordinator distributes School and Teacher Questionnaire information and manages the Questionnaire information through the MyNAEP system. ⇒ Update the list of sampled students <ul style="list-style-type: none"> • Identify which students, if any, have withdrawn, are ineligible because they do not attend classes on site, and who are neither enrolled nor attend the school in the grade to be assessed. Confirm newly sampled students. Confirm, review and fill in any missing demographic information (e.g., SD & ELL information, students with a Section 504 Plan who need testing accommodations, race/ethnicity, gender, school lunch status, etc.). ⇒ Include students with disabilities and English language learners <ul style="list-style-type: none"> • Review and assess participation of SD and ELL students in NAEP. Review accommodations and try to include as many students as possible in the NAEP assessment. As a general rule, only those students with disabilities who participate in the MontCAS Criterion-Referenced Test-Alternate (CRT-Alt) Assessment based on alternate achievement standards should be excluded from any NAEP assessment and/or English language learners (ELL) who have been enrolled in U.S. schools for less than one full academic year may be excluded from any NAEP assessment. The NAEP NAGB Inclusion Policy expectations are the inclusion of 95% of all students and the inclusion of 85% of SD and ELL. <p style="text-align: right;">Expected time commitment 6.5 hours</p> |
| <input type="checkbox"/> | <p>School Coordinators log into MyNAEP and periodically review MyNAEP informational materials. All School Coordinator tasks must be <u>completed by the preassessment review call</u>. School Coordinators should be familiar with NAGB's Inclusion Policy and the acceptable NAEP accommodations in Montana. This information will be acquired through reading the "Inclusion on NAEP Fact Sheet", reading the NAGB "Decision Trees" and through the State-specific resources.</p> <p style="text-align: right;">Expected time commitment 2 hours</p> |
| <input type="checkbox"/> | <p>Electronic Pre-assessment Visit (ePAV) January – The NAEP School Coordinator will submit a <u>current roster of students</u>. The list of students originally submitted for sampling in the fall must be compared to your current roster of students for the sampled grade. The School Coordinator promotes NAEP with students and school staff.</p> <ul style="list-style-type: none"> ⇒ Submit a <u>current roster of students</u> ⇒ Plan assessment day logistics ⇒ Encourage participation and motivate students to do their best <p style="text-align: right;">Expected time commitment 2.5 hours</p> |
| <input type="checkbox"/> | <p>Assessment Day – NAEP representatives administer the assessment. Prior to the assessment the School Coordinator will make sure NAEP field staff have all necessary school logistic information and session location information. The School Coordinator should also be available to ensure that students attend their session, encourage teachers of the selected students to remain in the room during the assessment and be available after the assessment for the post session meeting.</p> <p style="text-align: right;">Expected time commitment 6 hours</p> |
| <input type="checkbox"/> | <p>Wrap Up April/May – The NAEP School Coordinator will receive an email two weeks prior to the last day of school reminding the School Coordinator to destroy contents of envelope, provide the date material was destroyed, and complete the optional MyNAEP Feedback Survey.</p> <p style="text-align: right;">Expected time commitment 1.5 hours</p> |



Thank you for making NAEP 2015 a success!
Questions? Call: Ashley McGrath, NAEP State Coordinator
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